

2021 Summer Programming Grants Info Session & Focus Group

2/16/2021 - 10:00-11:30am



Agenda for Session

- Welcome & Basic Overview of Grant
- What are the changes to this year's programming grant?
 - Libraries can use grant monies for item purchases
- Review of grant paperwork
 - Application (Webform, W-9, COI)
 - Grant Agreement
 - Certification Form
- ► Q&A
- Focus Group



Overview of Programming Grants

- \$200 grant to supplement summer programs for youth and families at Vermont public libraries
- Libraries can hire a performer or purchase items to supplement programming
- Libraries are encouraged to collaborate on programming





Options for Grant Money

Performer/Speaker/Author

- arts/crafts
- clowns/juggling/magic/mime music/dance/movement
- STEM/nature/live animals
- and more!

Purchase of Programming Materials

- **Virtual programming tools**: Licenses for presentation and virtual programming tools (such as Zoom or gaming platforms), tech upgrades, hardware, etc.
- **Books**: Purchased books should be used directly for summer programming like book activity kits or book groups
- **Equipment & evergreen items:**
 - Maker items such as: button makers, instant cameras, etc.
 - STEM items: microscopes, robotics, 3D printers etc.
 - Musical instruments, games (tabletop or videogames), and other non-traditional circulating items used for summer programming.
- **Movie licenses** Outdoor movie viewing off library grounds, which is not covered by the VTLIB movie license.

Some Considerations

Performer/Speaker/Author

- Virtual programming can be challenging
 Performer database is still available
- Collaborating with libraries can be beneficial

Purchase of Programming Materials

- The list we have provided is not exhaustive

- Receipts are annoying but necessary
 Reporting is annoying but necessary
 Collaborating with libraries can be beneficial





Application & Agreement

- Webform
- W-9
 - If you are under the town, the W-9 should be for the town (grantee name: town, business name: library)
- Certificate of Insurance

Successful applicants will then have to complete:

- Grant Agreement Part 2 (due May 2)
- Reporting form (due October 15)

Scanning alternative (using Smartphone):

- https://support.apple.com/en-us/HT208481
- https://support.apple.com/lv-lv/HT205751
- https://www.cnet.com/how-to/five-apps-for-scanningdocuments-on-your-iphone/
- https://www.androidcentral.com/best-apps-scanningyour-documents



Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service

Sign Here

Signature of U.S. person ▶

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank		·
W			
- *	Business name/disregarded entity name, if different from above		
٠,			
Print or type. See Specific Instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	☐ Individual/sole proprietor or ☐ C Corporation ☐ S Corporation ☐ Partnership single-member LLC	Trust/estate	Exempt payee code (if any)
	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partne	ership) ►	
	Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		Exemption from FATCA reporting code (if any)
	Other (see instructions) ▶		(Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name a	and address (optional)
S	6 City, state, and ZIP code		
	7111 1 1 1 1 1 1 P B		
	7 List account number(s) here (optional)		
Part I Taxpayer Identification Number (TIN)			
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other			curity number
entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.			
Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Employer identification number			
Number To Give the Requester for guidelines on whose number to enter.			-
Par	Certification		
	penalties of perjury, I certify that:		
1. The number shown on this form is my correct taxpayer identification number (or) am waiting for a number to be issued to me); and			
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and			
3. I am a U.S. citizen or other U.S. person (defined below); and			
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.			
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.			

Date ▶



Electronic Signatures

- > VT Libraries will use OneSpan to gather signatures and send executed grants to individual libraries.
- OneSpan has been approved by the State Attorney General's office as an accepted tool for signing documents.
- VTLIB will enter individual grants into OneSpan and set the signing order.
- Once both parties have signed an executed copy will be sent through OneSpan to all signing parties + any designee the individual library requests.
- It is important that individual libraries provide the name, title, and email address of the party authorized to sign on behalf of your library.
- Libraries do not need any specific software to utilize OneSpan nor will they be asked to download a program. The program will send a signing invite via email (ADS E-Signature e-sign *live*) and then walk the signer through signing and signature approval.
- Libraries may use a computer, laptop, pad, cell phone or any other device you receive email on.
- Depending on your email settings the OneSpan invite may be directed to your "other" "promotional" or "junk" folders..



Important Dates

- February 16: Application opens
- **February 16**: Grant info session
- ▶ **March 14**: Applications due
- May 2: Grant paperwork due from successful applicants
- May 15-September 15: Grant spending period
- September 15: Deadline for spending funds/holding performance
- October 15: Grant certification and expenditure report due



https://libraries.vermont.gov/services/VTLIB_grants/summer_program_grant

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Focus Group

- How are you planning on using the grant funds?
 - Performer?
 - Virtual or outside?
 - Do you have a performer in mind?
 - Explain
 - To purchase materials?
 - What will you purchase?
 - How will you use it to support summer programming
 - A combination of the two?





Focus Group

- Are you planning on collaborating with other libraries for summer programming?
 - Performer
 - Purchase materials
 - A combination of the two?





Contacts and Reminders

Susan Whitney, Contracts & Grants Administrator

susan.whitney@vermont.gov

- -> Paperwork & financial questions
- Jonathan Clark, Youth Services Consultant

jonathan.l.clark@vermont.gov

Jennifer Johnson, Library Advancement Assistant

jennifer.johnson@vermont.gov

-> General summer reading & programming questions



Don't forget to complete the evaluation!

Sign up for Lib.VTYAC! Contact Josh Muse at joshua.muse@vermont.gov

Summer Reading Workshops March 10 & March 11-1:00-3:00pm

